

Central Caribbean Marine Institute Job Opportunity

Senior Manager of Finance and Administration

The Central Caribbean Marine Institute is seeking a Senior Manager to manage its Finance and Administrative business functions. The CCMI is a US marine research institute with a field station in the Cayman Islands. Reporting to the Board and the President, the Senior Manager **will help implement the organization's strategy to become the leading marine research institution in the Caribbean by 2020. She/he will play a supportive role for the President and Director of Advancement.** The individual will be based in the Cayman Islands.

The individual will directly manage the finance, accounting, budget planning, annual audit, tax filings, payroll, human resources, information technology, and general administration of the organization. The individual supports the President and presents reports to the Board on finances, audits, and funding progress as needed. The Senior Manager is responsible for ensuring organization financial objectives are achieved and in consultation with the President is responsible for developing and executing the organization's financial management strategy and revenue growth according to the organization's vision 2020 plan. This individual works cooperatively with all departments to effectively budget, monitor, and track finances and to establish key goals to achieve the organization's operations, funding and programmatic goals. He/she will regularly report to the President on program progress.

The Senior Manager will help analyze, update, and create a professional and efficient business structure fully implementing all accounting and internal control, human resources, IT, facilities and office services.

RESPONSIBILITIES Include

Finance:

- Manage the annual budgeting process working with key management staff and reporting to the President
- Prepare, analyze and report monthly and quarterly financials to the President and the Board to ensure adequate cash flow and meeting annual projections
- Provide timely and clear financial information and forecasts to company leaders to help them manage their budgets and meet their goals
- Analyze field operations and identify opportunities to enhance revenue, streamline costs and assure programs are appropriately budgeted/funded..
- Analyze field operations and programmatic costs to assure financial viability.
- Oversee development of project and grant budgets and status reports to grants managers and donors, ensuring full accountability to all funding sources
- Complete monthly payroll in all jurisdictions
- Working with Operations to reconcile program/project budgets,
- Support the Director of Advancement by accounting for all contributions and donations, ensuring they are received, reconciled, and recognized (tax letters, acknowledgements)
- Working with the research staff to ensure quarterly research funding (grant submissions and fundraising activities) is on track to support scientific goals
- Serve as the primary liaison for auditors. Prepare for, coordinate and manage the compliance to auditing. Complete US990 tax filing with US accountant.

Administration

- Manage contracts, MOU's, and agreements with funding sources.
- Oversee completion and implementation of the operational manual for risk management, human resources, field operations maintenance, and general functioning for the Little Cayman Research Centre.
- Working with President to provide support and guidance to the organization's Board
- Monitor strategic goals for key staff, assuring that quantifiable goals are established and achieved;
- Ensure relevant assessments and evaluations of operations and programs are conducted and analyzed regularly to support the highest standards;
- Provide updates, forecasts and assessments of research and conservation performance against operational goals to President.
- Establish a reporting system for managers and staff to meet grant and sponsorship requirements;
- Working with Director of Advancement to establish and achieve fundraising goals
- Conduct annual performance evaluations of staff, making recommendations to the president for improvement, raises, hiring and firing.
- Manage Human Resources: Manage the hiring and termination process, including pre-hire screening, enrollment of new employees in benefit plans, ongoing review of employability, managing benefit selection, compliance, and all other human resources responsibilities.
- Responsible for enforcement of the personnel handbook, appropriate professional training and development, and establish retention strategies for field team.

Skills and Requirements of the Position

We seek a mature individual with knowledge of non-profit accounting and with 5 years of financial and management experience. In addition to matching our organization's culture, successful applications for the position will have the following qualifications

Qualifications

The ideal candidate will have substantial leadership and institution-building and management experience. We seek a mission-driven individual with a demonstrated track-record of accomplishments to work collaboratively with our team.

- Minimum of a BA/BS, ideally with an MBA, CPA or equivalent
- Non-profit management or relevant experiences
- Commitment to the mission
- Excellent analytical and abstract reasoning skills, plus excellent organization and communications skills
- Excellent computer skills and proficient in Excel, Word, Quickbooks (required) and other relevant software applications
- Knowledge and experience in organizational and employee management and evaluations
- Track record with grant management
- Excellent interpersonal skills and a collaborative work style, open to direction
- Persuasive with details and facts
- Experience working with research scientists a plus

Benefits:

CCMI has a generous benefits package that includes health insurance, a pension plan after 9 months of employment, vacation and holidays. Modest international travel allowance to the field; small relocation package. Position will be filled in accordance with Cayman Islands law.

Salary US\$60-80k, commensurate with experience

CCMI is a US 501c3 non-profit with non-profit status in the UK and Cayman Islands. Our principal office is in New Jersey with a field operations site in Little Cayman.

Application: Please submit a cover letter (with contact details of 3 referees) and your CV in one pdf file, via email to ccmiapplications@reefresearch.org.

Application review will begin immediately and will continue until the position is filled. Preferred starting date is 01 Dec 2015.

<http://www.reefresearch.org>